OSC HR/Payroll

CCB Prioritization Meeting

Wednesday, February 17, 2009

Agenda

Agenda Item	Speaker(s)	Duration
Welcome and objectives	Jim Dolan	10 min
Review of prioritization results	Libby Williams	60 - 90 min
Review change requests scheduled for release	Libby Williams	10 min
Next Steps & Wrap-up	Libby Williams	10 min
	Total	**1.5-2.0 hrs**

Objective

- Review of prioritized list of agency CCB requests

  – Purpose

  – How list will be used in release process
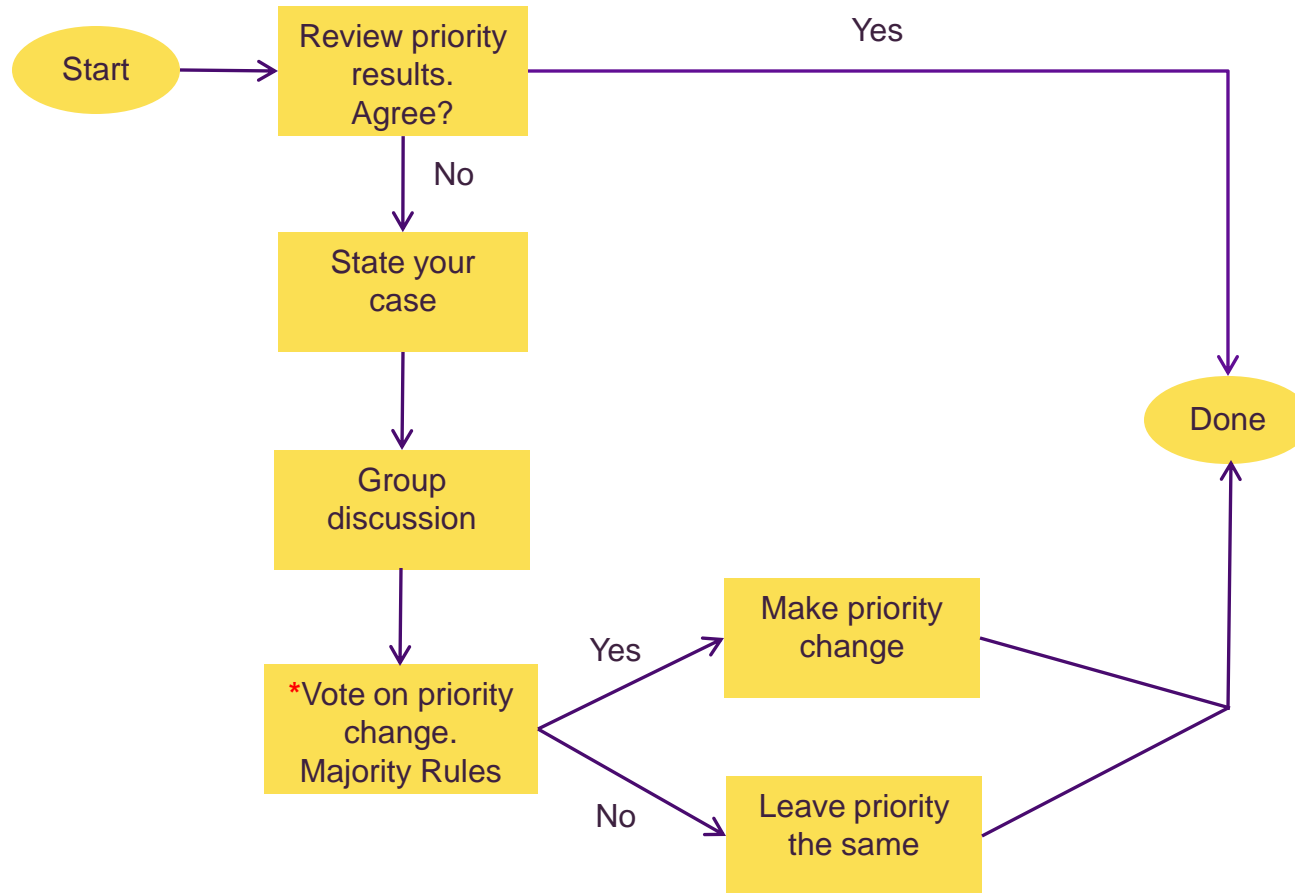
  – Annual reassessment of priorities

Prioritization Results

Overview

- Results include voting from 25 agencies (7 agencies did not respond)

- 21 requests were prioritized by functional area

  - Did not include 3 interface requests (DACS Timeforce, DOA State Parking, ITS Statewide Employee Directory)
  - Did not include requests that are already scheduled to be released (see slides 13-15)
  - Did not include requests prior to the existence of the CCB process
    - Enhancement requests prior to CCB already have a priority of VH, H, M, or L.
    - These requests get evaluated during the release process also

Process for agreement of priorities

Start → Review priority results. Agree?

Yes → Done

No → State your case → Group discussion → *Vote on priority change. Majority Rules

Yes → Make priority change → Done

No → Leave priority the same → Done

* NOTE: one vote per agency

BI Change Requests

Score	Request	Decision	Comments	Submitting Agency
1	Create Position History BI Report with budget information (center, funding source, org unit, and more)	Accept	In Q3'09, the requirements were gathered from agencies in a workshop	DPI
2	Requesting Date of Birth on *B0095-1: Employees by Personnel Area, B0037: Employee Personnel Data* for RIF planning and retirement forecasting; *B0035: EEO General Demographic, B0033: Employee in graded and non-graded classifications* as well. Date of Birth is also needed for investigating employee grievance claims	Accept	OSP decision is to - Add DOB for B0095-1 and B0037 - On B0035 and B0033, add "age" but also keep age range on the reports	DOJ
3	Add contents of the comments to the reports *B0006: Actions by Type* and *B0051: Disciplinary Warnings*	Accept	Comments cannot be added to report BUT we can create a JUMP report that will allow user to view comments while in the BI report. SEE EXAMPLE ON NEXT SLIDE	DOT
4	Add SSN and Home Address to *B0005: Actions by Month,* B0042-1 *and* B0043-1 *Employee Separations* reports	TBD	Pending OSP Decision; OSP to explore other alternatives to provide this information instead of modifying action reports	DOC

BI: JUMP reports

- Allows user to be in a BI report and launch another

OM Change Requests

Score	Request	Decision	Comments	Submitting Agency
1	We request that a transaction/function be created that would process identical OM actions in mass. Example: o Process 500 OM Position (PO13) setting changes (such as changing comp time payout from 60 to 365 days) effective 6/1/09 for a list of position numbers provided by spreadsheet	Accept		AOC
2	The vacancy posting transaction will only post 16 lines of text for each section of the job vacancy (Description of Work; Knowledge; Skills & Abilities, How to Apply) even though a user can type in as much information as he/she wants in those fields. Request to stop the typing allowed once 16 lines are met	Accept		DCR
3	"Organizational Structure" should always be an option on all SAP reports; example: PT_ERL00 does not have this option as a button or a further selection choice	TBD	Need to identify exactly which reports this is being requested for	DOC
4	Show Dual Employment Use of Position; show position as occupied thru PO13, PPOSE, and BI reports	Accept	solution may be a separate report; report off Infotype 554	AOC
4	Provide ability to post continuous vacancy postings in SAP	Accept	Redesign of vacancy posting system	DOC

PA Change Requests

Score	Request	Decision	Comments	Submitting Agency
1	1) Request to be able to see change history, delete history 2) if a change is made to an action using the pencil, the history is lost unless a person puts in a comment; need a way to know what the original value that was changed 3) request that Master Data Maintainers have display authorization for deleted infotypes	Accept	Not all infotypes have change and delete history; A list was provided in your prioritization spreadsheet	DOC CCPS AOC
2	Request that a transaction/function be created that would process identical PA actions in mass. Hypothetical Examples: o Process 300 salary increase action of $500 effective 6/1/09 for a list of personnel numbers provided by spreadsheet o Process 800 position reallocation actions effective 6/1/09 for a list of position numbers provided by spreadsheet	Accept		AOC
3	Request that Managers be able to view Monitoring of Tasks (infotype 19) in MSS	Done	Released Fri., February 12th, 2010	DOC

PA: Monitoring of Tasks Available in MSS

Payroll Change Requests

Score	Request	Decision	Comments	Submitting Agency
1	This is to request a Beacon Warning Report for excessive and underpayment of total base pay	Accept	Plans to kick-off project to pull payroll data into BI for reporting. Report can be created to show over/under payments but can only show data after payroll finalization. Wage type reporter must be used to view data during payroll corrections period	CCPS
2	Several issues need to be fixed with the reporting of retirement information to ORBIT e.g. reporting of the correct effective date, reporting to multiple retirement plans	Accept	Will require total rewrite of ORBIT interface	AOC
3	DOJ requesting ability in BEACON to implement deductions to staff members that commute from their home to their duty stations. DOJ does not use vehicles from the DOA Motor Fleet but purchase cars out of our budget; therefore we can not use the existing code in the BEACON system	**Done**	A production support request	DOJ

Time Change Requests

Score	Request	Decision	Comments	Submitting Agency
1	Several requests from supervisors for MSS functionality for them to see the date Comp time was earned and the date that it will expire (be paid out). The leave administrator could look it up individually but it would be extremely time consuming	Accept		WRC
2	Request to view Quota Balance Overview for multiple EE's and select the time frame	Accept	Will be a BI report	DHHS
3	Error/warning message needed in CAT2/ESS if someone tries to make a change to leave that has been designated or applied to FMLA	Accept	does not apply to ESS	DOC
4	CATS_DA needs to show targeted and real hours. NOTE: BEACON will provide access to CATC transaction for time admins, time approvers, and display time users to see this information	Accept	- Time Leveling Report (CATC) will provide this information; -Need to add to training and roll-out to agencies – TBD - SEE EXAMPLE ON NEXT SLIDE	DOC
5	Lock down CAT2 2008 dates so changes can't be made before the wall is brought down	TBD	Further review needed; need to see if there is a possible design	DOC
6	Push codes should override the work schedule rule on a scheduled work day. If this is not possible, the system should give you a hard stop if you try to enter a push code on a scheduled day	TBD	- OSP direction is to use substitutions instead of a push code on a scheduled work day - BEACON will investigate if a warning message can display if push code is used on a scheduled workday	DOC

TIME: Time Leveling Report sample

CATC transaction will show

- Target hours vs. recorded hours

- If time was not recorded

Security

- Managers already have access to this report in MSS

- Job-aid will show time admins, time approvers, and display time users how to use transaction

Time Sheet: Time Leveling

Time Sheet: Time Leveling

Period 05/04/2008-05/31/2008

Pers.No.	Name of employee or applicant	From date	To Date	Total target hrs	Total recorded hrs
80000510	Tiffany Lawrence01	05/04/2008	05/10/2008	40	16
80000510	Tiffany Lawrence01	05/11/2008	05/17/2008	40	0
80000510	Tiffany Lawrence01	05/18/2008	05/24/2008	40	0
80000510	Tiffany Lawrence01	05/25/2008	05/31/2008	40	0
80000530	Kathy Allen01	05/04/2008	05/10/2008	40	47
80000530	Kathy Allen01	05/11/2008	05/17/2008	40	43
80000530	Kathy Allen01	05/18/2008	05/24/2008	40	40
80000530	Kathy Allen01	05/25/2008	05/31/2008	40	40

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Change Requests Scheduled for Release

Scheduled to be Released

Fcn Area	Request	Decision	Comments	Submitting Agency
PA/OM	Want current PA and OM work flow reports to include personnel number of person who entered the action	Done	Now available using Workflow ERP reports ZOM0178 and ZPA0189; Also BI report B0002: PA Workflow Audit report	DCR
PA/OM	Request to Add "Initiator" and "Approver" as a free characteristic to *B0002: Actions Audit Report;*	Done	This can be resolved with an ERP report vs a BI report; Use ZPAWFMON report	Agr
PA	During the creation of IT0041 (in a process such as a new hire action) date types are auto-populated by default. Currently the Judicial Branch default is to populate "01 – Original Hire Date" and "04 – Judicial Anniversary Date.""02 – Agency Hire Date" does NOT populate. The purpose of this CCB is twofold. First, we wish "01 – Original Hire Date" and "02 – Agency Hire Date" to always populate. Secondly, "04 – Judicial Anniversary Date" only applies to approx 1500 of our over 7000 employees. Therefore, we wish for "04 – Judicial Anniversary Date" to populate only for specific employee subgroups	Release - Apr. 19, 2010		AOC

Scheduled to be Released cont.

Fcn Area	Request	Decision	Comments	Submitting Agency
PA	Identification of contractor employees and positions in BEACON	Release - Apr. 19, 2010		DHHS
PA	We need an additional EE Subgroup for the EE Group Q: Q SPA LEO Bi-Weekly A1 FT N-FLSAOT Perm Full-Time, Not-Subject to FLSA Overtime, Permanent	Release - Apr. 19, 2010		DOT
OM	Request a designated field with fax number information to transfer to the posting, which will eliminate the use of the valuable space designated to describe the job	Will be available on Friday, Feb. 26, 2010	The fax number would be pulled from the mailing address of the contact person's position.	DOT
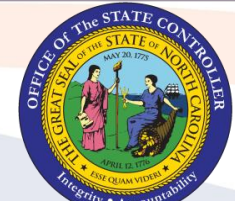
Position Vacancy System Change Request

- The fax number will be pulled from the mailing address of the contact person's position

- If there is no fax number in the system for the contact listed, then the label "Contact Fax:" will still appear but the number would be blank

- Will be available on Friday, Feb. 26, 2010

Vacancy Posting Report

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                              Transportation
                                                          03/06/2008

                         Job Vacancy Announcement
                         Posting type - External
                         Continous Posting : No


Job Family :           90000000
Job Title :            ADMINISTRATIVE OFFICER II
Working Title :        ADMINISTRATIVE OFFICER II
Vacancy Number :       54215439
Salary Grade :         70
Salary Range :         $         37,074.00  - $        59,982.00
Hiring Range :         $         37,074.00  - $        50,000.00
Department :           Transportation
Division :             DOT FINANCE/CASH MANAGEMENT & CONTRACTS
Type of Appointment :  Perm Full-Time
Location :
Posting date:          03/06/2008
Closing date:          03/20/2008
Number of Positions:   1


Contact Person : IRMA ABBITT
Contact Agency : 1501
Contact Address :14996
                 GREENSBORO
                 NC
                 27415
Contact Phone : 3363343161
Contact Fax  :  3363343637

Description of Work
This is administrative work assisting in directing the activities of a
large-scale divisional, department, or university program or in
administering a specialized program or activity. Employees perform a
variety of important administrative duties in developing and maintaining
departmental or institutional programs. Work involves responsibility for
analyzing and solving technical problems; the enforcement of laws and
regulations; and frequent public contacts in promoting established
programs. Work is performed under general supervision and is subject to
review and evaluation through conferences, post-audits, personal
inspections, written reports, and public acceptance.

Knowledge, Skills and Abilities
Considerable knowledge of the principles and practices of public and
business administration. Considerable knowledge of modern office
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Wrap Up & Next Steps

Next Steps

- Next Agency CCB Meeting
  - When: **Wednesday, April 7, 2010 at 8:30 – 11:00 am**
  - Where: BEACON Building at 3514 Bush Street
  - Agenda:
    - Provide status of April 17th release
    - Review plans for 2nd release
    - Provide status of major projects: Data Migration (phase II), Time and Payroll data in BI

- Confirm your agency's change liaison; if changes, then send updates to osc.beacon.ccb@osc.nc.gov